

## **PARKER AWARD OUTLINE - 2003**

### ***SECTION I OF V***

SUBJECT: ARMY AVIATION TOP UNIT AWARD COMPETITION - LTG ELLIS D. PARKER AVIATION UNIT AWARD

#### **I. PURPOSE.**

TO SET FORTH THE GUIDELINES AND RULES FOR THE LTG ELLIS D. PARKER TOP AVIATION UNIT OF THE YEAR COMPETITION FOR FY03.

#### **II. RESPONSIBILITIES.**

A. THE CHIEF OF STAFF OF THE ARMY, THE VICE CHIEF OF STAFF OF THE ARMY, THE COMMANDER OF THE AVIATION CENTER, OR THEIR DESIGNATED REPRESENTATIVES, HONOR THE WINNING UNITS BY PRESENTING THE AWARDS AT A LOCATION AS YET TO BE DETERMINED.

B. THE COMMANDER OF THE AVIATION CENTER AND SCHOOL WILL:

1. PROVIDE OVERSIGHT OF THE COMPETITION.
2. OBTAIN 1/2 SCALE MODEL OF NONROTATING TROPHY TO BE PRESENTED AND RETAINED BY THE WINNING UNIT.
3. OBTAIN PLAQUES THAT WILL BE PRESENTED TO THE RUNNERS-UP.
4. PLACE THE LTG ELLIS D. PARKER NON-ROTATING TROPHY IN THE ARMY AVIATION MUSEUM FOR PUBLIC DISPLAY.

C. THE CHIEF, ARMY NATIONAL GUARD BUREAU (NGB) WILL PROVIDE A MEMBER FOR THE DEPARTMENT OF THE ARMY FINAL SELECTION AND EVALUATION BOARD, AS REQUIRED.

D. THE CHIEF, ARMY RESERVE (CAR) WILL PROVIDE A MEMBER FOR THE DEPARTMENT OF THE ARMY FINAL SELECTION AND EVALUATION BOARD, AS REQUIRED.

E. REQUEST MACOM COMMANDERS:

1. PUBLICIZE AND ENCOURAGE SUPPORT OF THE COMPETITION.
2. VALIDATE THE SUBMISSIONS OF SUBORDINATE UNITS AND FORWARD THE TOP UNITS IN EACH CATEGORY.
3. TARGET COMPETITION TOWARD SPECIFIC NEEDS OF THEIR RESPECTIVE COMMANDS. TO MAINTAIN COMPETITIVE COMMONALITY BETWEEN MACOMS, ALL TARGETED

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AREAS MUST ADDRESS EACH OF THE ELEMENTS WITHIN THE CRITERIA FOR EVALUATION OUTLINED IN PARAGRAPH VI.

4. U.S. ARMY RESERVE (USAR) TABLES OF DISTRIBUTION AND ALLOWANCE (TDA) UNIT NOMINATIONS SHOULD BE FORWARDED TO THE CAR FOR FINAL SELECTION BEFORE FORWARDING TO THE DA EVALUATION BOARD AT FORT RUCKER.

5. PROVIDE POINT OF CONTACT TO USAAVNC POINT OF CONTACT, CPT BELDEN, AVIATION PROPONENCY, COM: 334-255-2370, DSN: 558-2370, E-MAIL: beldenj@rucker.army.mil, NLT 30 SEP 03.

F. COMMANDERS WILL CONDUCT THEIR PROGRAMS WITHIN THE GUIDELINES ESTABLISHED BY USAAVNC.

### **III. GENERAL INFORMATION.**

A. THE COMPETITION IS LIMITED TO BATTALIONS ONLY.

B. EACH UNIT WILL BE EVALUATED ON ACHIEVEMENT IN THE AREAS OF LEADERSHIP, TRAINING, MAINTENANCE, AND SAFETY.

C. THE USAAVNC WILL SPONSOR THE COMPETITION AND PROVIDE PROGRAM FUNDING FOR TROPHY AND RUNNERS-UP PLAQUES.

D. EACH MACOM WILL NOMINATE A UNIT IN EACH CATEGORY FOR FINAL SELECTION. A PANEL OF AVIATION OFFICERS, WARRANT OFFICERS, AND NONCOMMISSIONED OFFICERS WILL DETERMINE A WINNER AND RUNNER-UP IN EACH CATEGORY.

### **IV. OBJECTIVES.**

IN FORMALLY HONORING TOP AVIATION UNITS, THE COMPETITION WILL:

A. RECOGNIZE EXCELLENCE.

B. PROVIDE A POSITIVE INCENTIVE FOR EXTRAORDINARY EXCELLENCE IN THE AREAS OF LEADERSHIP, TRAINING, MAINTENANCE, AND SAFETY.

C. ENCOURAGE INNOVATIVE USE OF EXISTING MANAGEMENT TOOLS, RESOURCES, AND TOTAL QUALITY MANAGEMENT.

D. PROVIDE A DA LEVEL COMPETITION WITH EQUIVALENT RECOGNITION.

E. COMPLEMENTS THE CURRENT MILITARY AND CIVILIAN AWARDS PROGRAMS.

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### **V. PARTICIPATION.**

A. AVIATION AND AVIATION MAINTENANCE BATTALIONS (OR EQUIVALENT) OF THE ACTIVE FORCES, RESERVE, AND NATIONAL GUARD ARE ELIGIBLE.

B. THE FIRST OF TWO PHASES WILL BE CONDUCTED AT BRIGADE AND IS DEFINED AS FOLLOWS:

1. PHASE ONE WILL BEGIN AT THE END OF EACH FISCAL YEAR. THE AVIATION BRIGADE COMMANDER WILL NOMINATE THOSE AVIATION BATTALIONS THAT HE CONSIDERS TO BE THE TOP BATTALIONS IN THE CATEGORY OF COMBAT, COMBAT SUPPORT, COMBAT SERVICE SUPPORT, AND TDA BATTALIONS. THE AVIATION BRIGADE COMMANDER WILL FORWARD HIS NOMINATIONS TO THE FIRST GENERAL OFFICER IN THE CHAIN OF COMMAND. THE GENERAL OFFICER WILL EVALUATE THE NOMINATED BATTALIONS AND ENDORSE THE BEST BATTALION IN EACH CATEGORY BASED ON THE PARKER AWARD CRITERIA.

2. DURING PHASE TWO OF THE COMPETITION; A DA EVALUATION BOARD WILL CONVENE IN NOVEMBER AT FORT RUCKER, ALABAMA. THE DA BOARD WILL REVIEW, EVALUATE AND SELECT THE TOP AVIATION BATTALIONS BY CATEGORY. THE WINNERS OF EACH CATEGORY WILL COMPETE FOR THE TITLE OF THE LTG ELLIS D. PARKER TOP AVIATION BATTALION.

C. 01 NOVEMBER 2003 IS THE SUSPENSE FOR SUBMISSION OF NOMINEES TO THE USAAVNC.

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### **VI. CRITERIA FOR EVALUATION.**

A. THE UNITS EXCELLENCE IN ACCOMPLISHING ITS MISSION ESSENTIAL TASK LIST, SUB CATEGORIZED BY LEADERSHIP, TRAINING, MAINTENANCE, AND SAFETY WILL BE THE FOCUS OF THE COMPETITION.

1. NOMINEES MUST INCLUDE A BREAKDOWN OF THE FOLLOWING:
  - a. MISSION STATEMENT
  - b. COMMANDER'S INTENT
  - c. LEADERSHIP

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- d. TRAINING
- e. MAINTENANCE
- f. SAFETY

2. APPENDIX A PROVIDES INFORMATION SOURCES FOR EACH AREA TO BE EVALUATED. THE LIST IS NOT ALL-INCLUSIVE AND MAY VARY AMONG MACOMS. LOCAL INNOVATION IS ENCOURAGED. EACH PARKER AWARD NOMINATION MUST ADDRESS EACH EVALUATION ITEM IDENTIFIED IN APPENDIX A. SUBSTITUTION OF EQUIVALENT INFORMATION SOURCES IS PERMITTED. IDENTIFY NONAPPLICABLE ITEMS WITH A BRIEF EXPLANATION.

3. PREPARE AND SUBMIT THE PARKER AWARD NOMINATION IN THE FORMAT PROVIDED AT APPENDIX A. A MAXIMUM OF TWO DOUBLE-SPACED, TYPEWRITTEN PAGES MAY BE SUBMITTED FOR EACH OF THE SIX AREAS CONSIDERED FOR EVALUATION. TWELVE PITCH TIMES NEW ROMAN FONT WILL BE USED THROUGHOUT. MARGINS WILL BE ONE INCH ON TOP, BOTTOM, AND BOTH SIDES. A MAXIMUM OF 16 TYPEWRITTEN PAGES WILL BE IN PART II OF THE NOMINATION. SPECIFIC ENCLOSURES MAY BE INCLUDED IN EACH PACKET AND DO NOT COUNT AS PART OF THE 16-PAGE LIMIT. PARKER NOMINATIONS MUST BE COMPLETED IN ACCORDANCE WITH THE ABOVE GUIDELINES TO ENSURE NOMINATION UNIFORMITY. BOARD MEMBERS WILL DEDUCT POINTS IF FORMATS DEVIATE FROM THE STATED GUIDELINES. BATTALIONS WILL IDENTIFY THE MOST SIGNIFICANT ACCOMPLISHMENTS WITHIN THE SIX AREAS IN PARAGRAPH VI, A, (1) ABOVE.

4. NO LIMIT IS IMPOSED ON PHOTOGRAPHS OR NEWS MEDIA ITEMS. HOWEVER, IF THESE ITEMS ARE PROVIDED IN THE PACKET, THEY MUST BE INCLUDED IN TAB C (ADDITIONAL INFORMATION) ONLY.

5. SUBMIT CLASSIFIED INFORMATION ONLY WHEN ABSOLUTELY ESSENTIAL (NO HIGHER THAN SECRET). CLASSIFIED INFORMATION WILL BE PROPERLY MARKED AND PROCESSED. THIS INFORMATION WILL BE SUBMITTED UNDER SEPARATE COVER.

6. ANY OTHER MEDIUM (IE, FILMS, VIDEOTAPES, AND COMPUTER DISKS) WILL NOT BE CONSIDERED OR FORWARDED WITH THE AWARD PACKET TO THE BOARD.

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7. THE PACKET SHOULD CONTAIN BOTH OBJECTIVE FACTS AND SUBJECTIVE ASSESSMENTS. ENSURE THAT STATISTICAL INFORMATION IS CORRECT AND COMPLEMENTS THE ACCOMPANYING NARRATIVES. ALSO, INCLUDE METL SUMMARIES FROM OTHER DOCUMENTS (FOR EXAMPLE, MOIS, MOAS, AND ANY OTHER MISSIONS) SHOWING IMPORTANT SUPPORT OR SERVICES THAT THE BATTALION PERFORMED.

B. INCLUDE A COPY OF THE BATTALION'S ORGANIZATIONAL STRUCTURE OR A LINE-AND-BLOCK CHART.

C. THE BATTALION'S MOST SIGNIFICANT ACCOMPLISHMENTS WILL BE ADDRESSED IN A MEMORANDUM OF TRANSMITTAL INITIATED BY THE NOMINATING BRIGADE AND ENDORSED BY THE CHAIN OF COMMAND. THE MEMORANDUM OF TRANSMITTAL WILL CONTAIN THE FOLLOWING:

1. ASSESSMENT OF THE PLATOON AND COMPANY LEADERS' (OFFICERS, NCOS, AND CIVILIANS) ACCOMPLISHMENTS IN THE FOUR PARKER AWARD AREAS OF LEADERSHIP, TRAINING, MAINTENANCE, AND SAFETY. COST/SAVINGS, INNOVATIONS, AND TOTAL QUALITY MANAGEMENT MAY ALSO BE ADDRESSED.

2. THE CONTRIBUTIONS OF THE FIRST-LINE LEADERSHIP.

3. THE MEMORANDUM OF TRANSMITTAL WILL BE LIMITED TO ONE TYPEWRITTEN PAGE AND ONLY ONE PAGE PER ENDORSEMENT.

D. MACOMS WILL FORWARD AN ORIGINAL PACKET FOR EACH NOMINATED BATTALION TO USAAVNC. THE ENDORSEMENT OF THE MACOMS WILL CONTAIN THE NUMBER OF ENTRIES FOR EACH CATEGORY, DATES OF EVALUATION, AND NOTEWORTHY ACTIVITIES RESULTING FROM THE COMPETITION.

## **VII. AWARDS.**

A. USAAVNC.

1. PROVIDES FOR OVERALL PRESENTATION, CONTROL, AND GUIDANCE.
2. ACTS AS THE PRIMARY COORDINATION OFFICE BETWEEN THE MACOMS AND DA.
3. NOTIFIES WINNER AND RUNNER-UP UNITS BY MESSAGE.

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4. WILL COORDINATE AND PROVIDE THE FUNDING FOR NAME PLATE ENGRAVING, AND FOR INSTALLATION OF PLATES ON THE NONROTATING TROPHY.

5. WILL COORDINATE TIME AND PLACE FOR AWARD PRESENTATION WITH DA AND THE MACOMS.

B. MACOMS WILL DEVELOP AWARDS AND RECOGNITION AT ALL LEVELS OF COMPETITION UP TO AND INCLUDING THEIR SELECTED FINALIST IN EACH CATEGORY.

### **VIII. MILESTONES.**

MILESTONES FOR THE ARMY AWARD FOR THE TOP AVIATION BATTALION OF EXCELLENCE AWARD ARE LISTED IN TABLE 1.

A. FORWARD ONE COPY OF THE PARKER AWARD PACKET BY MEMORANDUM TO THE COMMANDER, U.S. ARMY AVIATION CENTER AND SCHOOL, ATTN: ATZQ-AP, FORT RUCKER, ALABAMA 36362-5000. MAIL PACKET WITH ATTACHMENTS AND ENCLOSURES TO ARRIVE NLT 01 NOVEMBER 2003. FOLLOW PROPER SECURITY CLASSIFICATIONS, DOWNGRADING INSTRUCTIONS, AND MAILING PROCEDURES. SEND PACKET BY REGISTERED MAIL. INCLUDE THE FOLLOWING IN EACH PACKET:

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1. THE MACOM CATEGORY OF COMPETITION, UNIT DESIGNATION LOCATION MTOE/TDA NUMBER, FORCE ACTIVITY DESIGNATOR (FAD), COMPLETE MAILING ADDRESS (TO INCLUDE BUILDING NUMBER) WITH ZIP CODE OR ARMY POST OFFICE, MESSAGE ADDRESS, DSN, AND COMMERCIAL PHONE NUMBERS WILL BE PLACED ON THE FRONT COVER OF A THREE-RING BINDER THAT IS NOT MORE THAN 2 INCHES WIDE.

2. NOTEWORTHY ACTIVITIES GENERATED AS A RESULT OF THE COMPETITION, AND SIGNIFICANT CONTRIBUTIONS OF THE OFFICER OR NCO FIRST LINE SUPERVISOR.

3. AN ENDORSEMENT BY THE MACOM COMMANDER OR HIS OR HER DESIGNATED REPRESENTATIVE ADDRESSING METL ACHIEVEMENTS OF THE BATTALION THAT JUSTIFY ITS NOMINATION.

4. THE NAME, GRADE, UNIT ADDRESS, DSN AND COMMERCIAL NUMBER OF THE BATTALION COMMANDER AND LOCAL POC WITH AUTHORIZATION FOR DIRECT

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COMMUNICATION WITH USAAVNC. THE POC AND THE ALTERNATE WILL BE MEMBERS OF THE NOMINATED BATTALION.

B. A MACOM THAT NOMINATES A UNIT WHOSE MISSION, LOCATION, OR UNIT DESIGNATION IS CLASSIFIED WILL ENSURE THAT THE INFORMATION PROVIDED MAY BE USED IN NEWS RELEASES AND FOR PUBLICITY PURPOSES WITHOUT REQUIRING APPROVAL OF THE NOMINATING COMMAND. ANY MACOM SUBMITTING A CLASSIFIED NOMINATION WILL TELEPHONICALLY NOTIFY USAAVNC THREE DAYS BEFORE MAILING THE NOMINATION (DSN 558-2359 OR COMMERCIAL (334) 255-2359).

C. MACOMS SHOULD REVIEW EACH PARKER AWARD NOMINATION PACKET FOR COMPLIANCE AND COMPLETENESS.

### **IX. CATEGORIES OF THE COMPETITION.**

AVIATION BATTALIONS WILL COMPETE FROM THE FOLLOWING COMPONENTS:

- A. ACTIVE ARMY TABLES OF ORGANIZATION AND EQUIPMENT (TOE/MTOE)
- B. ARNG TOE/MTOE
- C. USAR TOE/MTOE
- D. TDA UNITS

ACTIVE ARMY, ARNG, AND USAR TOA/MTOE UNITS WILL COMPETE EQUALLY. USAR AND ARNG MAY SUBMIT ONE NOMINATION PER CATEGORY FOR THE TOE/MTOE. ACTIVE ARMY MACOMS WILL SUBMIT ONE NOMINATION PER CATEGORY. THE DA EVALUATION BOARD WILL SELECT ONE WINNER PER CATEGORY AND ONE OVERALL WINNER OF THE ELLIS D. PARKER AWARD.

### **X. LEVEL OF COMPETITION.**

THIS COMPETITION EVALUATES BATTALION SIZE ORGANIZATIONS.

### **XI. DA EVALUATION BOARD.**

A. THE COMMANDING GENERAL, USAAVNC, WILL SERVE AS THE EXECUTIVE AGENT FOR THE PARKER AWARD COMPETITION. HE WILL ENSURE TOTAL FORCE REPRESENTATION AND DESIGNATE THE CHAIRPERSON FOR THE DA EVALUATION BOARD. THE EXECUTIVE AGENT WILL DEVELOP PROCEDURES AND PROGRAMS, AND MANAGE FUNDING REQUIRED TO SUPPORT THE DA EVALUATION BOARD PROCESS.

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B. THE DA EVALUATION BOARD WILL CONVENE AT USAAVNC, FORT RUCKER, ALABAMA. BOARD MEMBERS WILL BE DRAWN FROM THE ACTIVE COMPONENT, USAR, AND ARNG. MEMBERS SHOULD BE REPRESENTATIVE OF ALL AVIATION BRANCH SPECIALTIES. THE MEMBERS SHOULD BE AVIATION QUALIFIED AND HAVE A DEMONSTRATED PERFORMANCE RECORD AND TROOP EXPERIENCE. PERSONNEL SHOULD BE IN THE GRADES OF CAPTAIN THROUGH COLONEL, CHIEF WARRANT OFFICER TWO THROUGH CHIEF WARRANT OFFICER FIVE, AND MASTER SERGEANT THROUGH COMMAND SERGEANT MAJOR.

### **XII. DA BOARD PROCEDURES.**

DA BOARD PROCEDURES ON EVALUATING THE PARKER AWARD NOMINATIONS:

A. FIRST PHASE. THE DA EVALUATION BOARD WILL EVALUATE PACKETS TO SELECT FOUR SEMI-FINALISTS IN THE CATEGORIES OF COMBAT AVIATION BATTALIONS, COMBAT SUPPORT AVIATION BATTALIONS, COMBAT SERVICE SUPPORT AVIATION BATTALIONS, AND TDA BATTALIONS.

B. SECOND PHASE. THE DA EVALUATION BOARD WILL REVIEW THE FOUR SEMI-FINALIST NOMINATIONS IN THE CATEGORIES LISTED ABOVE TO SELECT THE TOP AVIATION UNIT. THE REMAINING THREE SEMI-FINALISTS WILL BE WINNERS IN THEIR MISSION CATEGORY, AND WILL BE RECOGNIZED BY THE AVIATION BRANCH CHIEF AND PRESENTED AWARD PLAQUES.

### **XIII. PUBLICITY.**

A. ALL ECHELONS SHOULD PUBLICIZE THIS PROGRAM THROUGH THEIR LOCAL PUBLIC AFFAIRS OFFICES. RELEASES ABOUT THE PERSONAL BACKGROUND OF KEY PERSONNEL WILL ADHERE TO ALL APPLICABLE PRIVACY ACT AND FREEDOM OF INFORMATION ACT REQUIREMENTS. PUBLICITY MAY INCLUDE, BUT IS NOT LIMITED TO, THE FOLLOWING:

1. ANNOUNCEMENT IN LOCAL NEWSPAPERS OF WINNERS AT EACH LEVEL OF COMPETITION. SPECIAL CARE SHOULD BE TAKEN TO AVOID MISREPRESENTATION. A UNIT WHO IS RECOGNIZED FOR ONLY A SPECIFIC CATEGORY SHOULD NOT BE REPRESENTED AS THE OVERALL PARKER AWARD RECIPIENT.



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2. BACKGROUND INFORMATION ABOUT THE WORLDWIDE ASPECTS OF THE AWARDS PROGRAM AND THE RESULTANT ENHANCEMENT OF THE ARMY UNIT LEVEL READINESS POSTURE.

B. USAAVNC SHOULD RECEIVE APPROPRIATE CREDIT FOR ITS SPONSORSHIP OF THIS PROGRAM IN DOD, DA, AND MACOM COMMAND INFORMATION NEWS RELEASES, AND OTHER PUBLICITY MEDIA. AVIATION CENTER SUPPORT INCLUDES FURNISHING ALL TROPHIES AND PLAQUES, AS WELL AS OTHER FORMS OF RECOGNITION.

C. USAAVNC WILL ENSURE THE FORT RUCKER PUBLIC AFFAIRS OFFICE IS CONTINUALLY APPRISED OF ALL EVENTS SURROUNDING THE PARKER AWARD COMPETITION.

D. THE FORT RUCKER PUBLIC AFFAIRS OFFICE WILL PROVIDE PUBLICITY KITS, UPON REQUEST, EACH YEAR IN SUPPORT OF THE PARKER AWARD COMPETITION.

E. COMMANDERS WILL SUBMIT COPIES OF NEWS RELEASES AND PUBLICITY PHOTOGRAPHS, FOR HISTORICAL PURPOSES, TO THE COMMANDER, U.S. ARMY AVIATION CENTER AND SCHOOL, ATTN: ATZQ-AP, FORT RUCKER, ALABAMA 36362-5000.

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#### **XIV. TABLE I**

MILESTONES FOR THE DA ELLIS D. PARKER AWARD FOR EXCELLENCE

A. MILESTONE: MESSAGE TO FIELD

DATE: NLT 27 AUGUST 2003

B. MILESTONE: USAAVNC MEMORANDUM REQUESTING DA EVALUATION BOARD MEMBERS

DATE: NLT 01 OCTOBER 2003

C. MILESTONE: PARKER AWARD NOMINATION PACKETS TO USAAVNC

DATE: NLT 01 NOVEMBER 2003

D. MILESTONE: DA EVALUATION BOARD

DATE: PRIMARY: 20 NOVEMBER 2003; ALTERNATE: 04 DECEMBER 2003 (TBD)

E. MILESTONE: DA AWARDS PRESENTATION

DATE: FEBRUARY 2003 (TBD)

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### **F. MILESTONE: PUBLIC AFFAIRS ARTICLES**

DATE: AS REQUIRED

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#### **XV. APPENDIX A**

##### **AVIATION PARKER AWARD NOMINATION PACKET FORMAT**

A. GENERAL. THE PARKER AWARD PACKET MUST BE PREPARED IN THE FOLLOWING STANDARDIZED FORMAT. ALL AREAS WILL BE ADDRESSED, EVEN IF NOT DIRECTLY APPLICABLE TO THE UNIT OR ACTIVITY.

##### **B. PART I.**

1. TAB A-CONTENTS. LIST ALL THE PARTS AND TABS OF THE PACKET.
2. TAB B-CATEGORY. INCLUDE THE CATEGORY OF THE COMPETITION, UNIT DESIGNATION, LOCATION, MTOE/TDA NUMBER, COMPLETE MAILING ADDRESS, DSN AND COMMERCIAL PHONE NUMBERS.
3. TAB C-ENDORSEMENTS.
4. TAB D-POINT OF CONTACT INFORMATION. INCLUDE THE NAME, RANK, UNIT ADDRESS, AND DSN/COMMERCIAL PHONE NUMBERS OF THE LOCAL POC AND AN ALTERNATE.

C. PART II. AREAS OF EVALUATION (UNIT PROFILE). THE INFORMATION IN A-3 IS ACCUMULATED DURING THE FISCAL YEAR OF COMPETITION. THE MATERIAL FOR EACH OF THE AREAS OF EVALUATION MUST NOT EXCEED 2 TYPEWRITTEN PAGES (A TOTAL OF 16 PAGES, PLUS THE SPECIFIED ENCLOSURES). TWELVE PITCH TIMES NEW ROMAN FONT WILL BE USED ON EACH PAGE. MARGINS WILL BE ONE-INCH ON TOP, BOTTOM, AND BOTH SIDES. SPECIFIED ENCLOSURES MAY BE INCLUDED IN EACH PACKET AND WILL NOT COUNT AS PART OF THE 16-PAGE LIMIT. BATTALIONS WILL IDENTIFY THE MOST SIGNIFICANT ACCOMPLISHMENTS WITHIN THE SIX AREAS ENUMERATED IN PARA V I A (1)(A-H). ONLY SUBMIT CLASSIFIED INFORMATION WHEN ESSENTIAL (NO HIGHER THAN SECRET), MARK AND PROCESS IT PROPERLY, AND SUBMIT IT UNDER A SEPARATE COVER. INFORMATION MUST ADDRESS EACH OF THE AREAS OF EVALUATION UNDER TABS SHOWN IN THE SEQUENCE BELOW. SUBSTITUTE EQUIVALENT AREAS/ITEMS OF INFORMATION WHEN AVAILABLE.

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1. *TAB A*-MISSION STATEMENT
2. *TAB B*-COMMANDER'S INTENT
3. *TAB C*-SAFETY. THE NARRATIVE SHOULD INCLUDE SIGNIFICANT EXAMPLES OF EXCELLENCE IN SAFETY AS RECORDED DURING THE RATING PERIOD SUCH AS:
  - a. OVERALL UNIT SAFETY PROGRAM
  - b. SAFETY RECORD
    - (1) FLIGHT HOURS FLOWN SINCE LAST CLASS A OR C ACCIDENT, AND A SHORT DESCRIPTION OF THE ACCIDENT.
    - (2) GROUND VEHICLES- MILES SINCE LAST CLASS A, B, OR C ACCIDENT, AND A SHORT DESCRIPTION OF THE ACCIDENT.
    - (3) UNIT MUNITIONS HANDLING PROCEDURES
    - (4) AVIATION LIFE SUPPORT EQUIPMENT (ALSE)
    - (5) UNIT REFUELING OPERATIONS
4. *TAB D*-LEADERSHIP. THE NARRATIVE SHOULD INCLUDE SIGNIFICANT EXAMPLES OF EXCELLENCE IN LEADERSHIP AS RECORDED DURING THE RATING PERIOD SUCH AS:
  - (1) RETENTION PROGRAM
  - (2) CHAIN OF COMMAND
  - (3) SOLDIER EDUCATION
  - (4) COMMAND PT PROGRAM
  - (5) UNIT AWARDS AND CITATION
  - (6) ABSENCE WITHOUT LEAVE
  - (7) COMMUNITY INVOLVEMENT
  - (8) AWARDS PROGRAM
  - (9) UCMJ
  - (10) STANDARDIZATION PROGRAM
5. *TAB E*-TRAINING. THE NARRATIVE SHOULD INCLUDE SIGNIFICANT EXAMPLES OF EXCELLENCE IN TRAINING AS RECORDED DURING THE RATING PERIOD SUCH AS:
  - (1) ARTEP

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- (2) ARMS RESULTS
- (3) INDIVIDUAL AND CREW SERVED WEAPONS QUALIFICATION
- (4) NIGHT VISION SYSTEMS TRAINING STATUS
- (5) STANDARDIZATION PROGRAMS
- (6) CREW COORDINATION TRAINING
- (7) TRAINING SUPPORTING UNIT METL
- (8) READINESS LEVEL (RL) TRAINING
- (9) FLYING HOUR PROGRAM (HOURS ALLOTTED VS HOURS FLOWN)

6. *TAB F*-MAINTENANCE. THE NARRATIVE SHOULD INCLUDE SIGNIFICANT EXAMPLES OF MAINTENANCE EXCELLENCE AS RECORDED DURING THE RATING PERIOD SUCH AS:

- (1) OVERALL UNIT EQUIPMENT READINESS
- (2) AIRCRAFT AVAILABILITY AND HOURS FLOWN
- (3) WHEELED VEHICLE AND ENGINEER EQUIPMENT READINESS
- (4) EQUIPMENT OVER 90 DAYS NMC
- (5) ASE READINESS
- (6) AVERAGE LENGTH OF TIME FOR PHASE MAINTENANCE
- (7) TAMMS/PLL CERTIFICATION PROGRAM
- (8) PERCENT OF SUPPLY/PLL ZERO BALANCE BY MONTH
- (9) PROPERTY ACCOUNTABILITY

D. **A-4.** PART III. ADDITIONAL INFORMATION. PROVIDE ALL OTHER INFORMATION THAT FURTHER SUBSTANTIATES UNIT EXCELLENCE. NO LIMIT IS IMPOSED ON PHOTOGRAPHS OR NEWS MEDIA ITEMS; HOWEVER, FILMS, VIDEOTAPES, AND COMPUTER DISKS WILL NOT BE ACCEPTED.